

How to pass Functional Skills - English

Level 1 and Level 2



Written by Michelle Lawson, a Functional Skills English Principal examiner and teacher, these photocopiable books will help your students achieve a pass at Levels 1 and 2 in Functional Skills English assessments.

The books are split into three parts:

1 A step-by-step guide showing you exactly what to teach your students to succeed in speaking and listening, reading and writing.

2 Specific guidance on how to demonstrate competence, complete with extensive examiner's tips.

3 Carefully constructed 'projects' that give your students practice across a variety of task formats and provide invaluable preparation for tests.

Comprehensive mark schemes guide both teacher and student. Colour versions of Part 3 - The Projects - are included on a free CDROM for you to use on an interactive whiteboard or to print in colour.

The precise format of each awarding body's assessment of Functional Skills varies. The projects in this book are designed to be generic – so it doesn't matter which board you use.

Tasks offer both teachers and students invaluable practice across different assessment types used in the Functional Skills English tests across all awarding bodies.

The projects in part 3 are based around a number of themes, each one includes exam-style tasks that assess reading and writing in real-life situations.

Some include ideas for speaking, listening and communication tasks. Extension activities are included to enable your learners to apply the skills in different contexts that can be adapted to suit each individual.

Key benefits:

Examiner's tips help your students avoid common pitfalls.

Motivate students to master must-know skills through real-life situations.

Soundly structured for in-built success.

Gives your learners the confidence to pass.

Boost your students' Functional English Skills.

Offers a step-by-step guide to preparing for exams.

Ideal for:

All learners preparing for Functional Skills English tests.

Complements the learning in our *Functional Skillbuilders* titles.

WHAT DO I GET?

- Over 110 fully photocopiable pages per book to help your students achieve a pass at Functional Skills English Level 1 and Level 2.
- Answers, teaching notes, extension activities and curriculum mapping.
- CDROM with full colour source texts.

WHO IS IT FOR?

- Functional Skills students from Level 1 to Level 2
- Foundation learning
- Adult literacy students
- Literacy support at KS3 and KS4
- Skills for life students

DIGITAL RESOURCES

- For an additional £5 per title get electronic versions of the full *How to pass Functional Skills* books on CDROM.
- Use on interactive whiteboards.
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Project 5.

Buying a used car

You are thinking about buying a small car.

Reading text 1:

a page from the DirectGov website

Reading text 2:

a page from the Parkers car reviews website

Project 5.

Buying a used car

Text 1

Second-hand car warning: know your rights



Consumers are paying an average of £425 each to fix faults with second-hand cars that are the dealer's responsibility to correct. A study by the Office of Fair Trading (OFT) also found that many dealers are using illegal disclaimers like 'No Refund'. Make sure you know your rights when buying a second-hand car.

Second-hand car dealer market

An OFT study has found that the £24 billion second-hand car dealer market is often not working well for consumers.

The report found that most used car faults come to light in the first three months after purchase, suggesting many second-hand cars sold are not of satisfactory quality. In this situation it is the dealer's responsibility to fix the problem.

Despite this, nearly 30 per cent of buyers surveyed who contacted their dealer about a problem said they did not have problems resolved.

Your consumer rights when buying a car

Buying a car - your rights



Consumers who have this problem spend an estimated £425 each, or £85 million per year in maximum, fixing unresolved faults that are the dealer's responsibility to correct.

The report also found that:

- many dealers are illegally falsifying a vehicle's mileage (clocking)
- some dealers are pretending to be private sellers in order to avoid their legal responsibilities to consumers
- one in eleven car dealers use illegal disclaimers about the car's history and condition, such as that a car is 'sold as seen' or 'No Refund'
- many dealers fail to disclose what mechanical and other pre-sale checks they have carried out

While the OFT believes that current laws are strong enough, more needs to be done to make sure:


- dealers are aware of the law
- consumers are aware of their rights
- dealers who fail to comply face a real threat of prosecution.

Adapted from: http://www.direct.gov.uk/en/NI1/Newsroom/DG_186525

Project 5.

Buying a used car

Project 1 Text 2

PARKERS FOR THE SMARTER CAR BUYER	Still looks good, cheap to run, nimble around town, fun to drive.
Car Reviews Ford Ka (96-08) ★★★★☆ 	Limited rear space, dated interior, lacks refinement, noisy on the motorway.
Summary ★★★★★ The Ford Ka may not be the newest small car on the market but it still has plenty to offer. Cheap to buy and run, its once unusual styling has stood the test of time well and it's great fun to drive - especially the peppy SportKa version. It's fairly spacious too given its small dimensions but the cabin is starting to look dated, especially with large amounts of exposed metal on show. The 1.3-litre engine in the standard Ka is fine around town but noisy at higher speeds and the Ford lacks the refinement of newer small hatchbacks. Reliability ★★★★★ It's been around for a while now and the Ka has generally been mechanically reliable with problems usually confined to minor niggles. Repairs are reasonably cheap, while parts are readily available and straightforward to fit.	Performance ★★★★★ Only one engine is available in the standard Ka – a peppy 1.3-litre unit. It's great around town and for nipping in and out of traffic. It's fairly noisy at higher revs though and the drone can become tiring on motorway journeys. Comfort ★★★★★ Lengthy journeys can feel a little confined, especially for rear occupants, although the driver and front passenger are given a little more legroom and overall comfort levels aren't too bad. Two small children may fit into the rear seats quite comfortably, but adults will find it a bit of a squeeze. Practicality ★★★★★ The boot will just about squeeze the weekly shopping in and the back seat folds for extra practicality. The three-door design can be a little awkward to climb in and out of but this car is designed to be compact, so don't be surprised at the cosy interior. The Ka can handle the occasional lengthy motorway voyage, but it wasn't designed to clock up ultra-high mileages and is far happier pottering around town.

Adapted with permission from www.parkers.co.uk

Project 5.

Buying a used car

Project 5 Reading questions

> Text 1

1. What is the main purpose of this text? (1)
 - a) To persuade the reader not to buy a used car
 - b) To show how some dealers illegally falsify car mileage
 - c) To inform and advise the reader about faulty used cars
 - d) To advise dealers on how they could be prosecuted
2. How much in total do buyers spend per year fixing faults that are the dealer's responsibility? (1)

3. Why might a car dealer pretend to be a private seller? (1)

- 4 a. Does the OFT think that the laws should be changed? (1)

- 4 b. Give two suggestions that the OFT believe would improve the situation. (2)

- 4 c. Choose one of these suggestions and explain whether you think it would work. (1)

5. You are about to buy a car and would like to find out your consumer rights. What should you do?

> Text 2

6. What is the main purpose of this text? (1)

Project 5.

Buying a used car

7. Give two reasons why you might buy a Ka if you are looking for a car that scores well in terms of reliability and repairs. (2)

8. Out of the four areas of Reliability, Performance, Comfort and Practicality, which does the review rate most and least highly? (2)

Most highly:

Least highly:

9. A friend who is a market trader needs a car to carry their stock around. Would you recommend the Ka from this review? Give a reason to support your decision. (2)

10. A family with teenagers who do a lot of long distance journeys are looking for a car. Would you recommend the Ford Ka? Give two reasons why or why not. (2)

11. List four features of Text 2 that are used to present information. (4)

12. Would you consider buying a Ka after reading this text? Give at least two reasons to support your answer. (2)

Project 5.

Buying a used car

Project 5 writing tasks

> Writing task 1 (20 marks)

You bought a Ford Ka from a local garage for £995. At the time of the sale you were told that the car was 'sold as seen' and that there could be 'no refund' if you were unhappy with the car.

In the two months since you bought the car, it has broken down four times. The last time, a recovery service came to help you and they informed you that the car has a serious fault that will cost around £400 to put right. They also suggested that the car should not have been sold to you with any of these faults, and that you have the right to demand that the dealer fixes it.

Use a separate piece of paper to write a letter to the manager of the garage, Mr Bill Todd, at Todd's Top Vehicles, Benton Lane, Lowham LW23 1SS. You might find Text 1 helpful.

You should include:

- details of the car you bought
- why you are unhappy
- your rights
- what you want the garage to do

Project 5 Writing task 2 (20 marks)

After receiving no reply from your letter to the garage, you find out that the garage has closed down. A friend who works for the local newspaper is interested in your story and has asked you to write an article to keep the public informed. He suggested you include:

- the importance of taking a faulty car straight back to the garage
- the high number of unsatisfactory cars sold each year
- the costs of repairs paid by car buyers when it's the dealer's responsibility
- where the public can find more information about their rights

You can use Text 1 for information. Use a separate piece of paper to write the article.

Project 5.

Buying a used car

Project 5 extension tasks

> Independent research task

Buying a small car

- Firstly, decide on your ideal car – you can select one or two different models.
- Secondly, use an internet car review site such as Parkers (www.parkers.co.uk) to read reviews of your chosen car/s. Decide what's important to you – performance, reliability, etc.
- Thirdly, research local dealers for suitable models for sale, preferably under £1500.
- When you have done your research, write the results as a report.

You should include:

- a clear introduction that states what you have set out to do
- your choice of car – this should summarise the reviews of the two car models you chose, and give your final choice of which one seems the best overall
- your findings – these will be details of models for sale locally. Include two or three models, with details of price, location, car features and age
- your conclusion should focus on which car seems the best overall, and your recommendations can include details of models for sale locally.

> Ideas for speaking, listening and communication tasks

Discussion

Using your research and any relevant experience, discuss the different cars that you have researched and the local sales outlets, and make a group decision on which car and outlet might be the most reliable to buy a car from (informal, unfamiliar context).

Project 2.

Organising a fashion show

Your local college has been asked to help organise a fashion show to raise money for charity.

Reading text 1:

a letter from a charity director to the college fashion department

Reading text 2:

an advert for a function room at a local hotel

Reading text 3:

an advert for an inn/hotel

Reading text 4:

an email from the head of the fashion department to the charity director

Project 2.

Organising a fashion show

Project 2 Text 1

Moulton Street Shelter

A registered charity

14 Moulton Street
Lowham LW4 8XY
01234 88866

*Bob Moore, Head of Fashion
Dept of Creative Industries
Lowham College
Old Hill
Lowham LW7 1CV*

14th January 2012

Dear Mr Moore

I'm writing on behalf of Moulton Street Shelter, a local charity of which I am a director. Our volunteers help run temporary accommodation for homeless people, and we're well known for the evening soup kitchen that we run during the winter months.

As a charity we're always looking for innovative ways to raise money in order to continue our work. I'm aware that the college currently has some particularly talented students in the fashion department, and I wondered if you would be interested in helping to organise a fashion show? This would involve organising samples of student work, volunteer models (from willing students!) and generally helping out with the event.

I have a couple of possible venues in mind. Layton Hall Hotel has a suitable event room with a large stage that could be used as a catwalk, and The Seven Stars at Thorpe Street has a surprisingly large function room, although there is no stage. We're hoping that one of these venues will support the event by reducing or waiving the rental fee.

I do understand if you feel that you can't spare sufficient time to help us. However, the benefits are sure to outweigh the effort involved. It would be excellent publicity for your department and for the college in general, as well as being a tremendous showcase for your talented students. Most of all it would help to support our work with the homeless. In anticipation of a positive response, I would like to give you a call next week to discuss the next steps.

Yours sincerely

*Sophie Saunders
Director, Moulton Street Shelter*

Project 2.

Organising a fashion show

Project 2 Text 2

Layton Hall Hotel

THE EVENT ROOM



Layton Hall Hotel's Event Room is available for hire from 0800 – midnight, seven days a week. With its clean, contemporary décor, The Event Room is suitable for a variety of events and has limitless opportunities for you to be creative with the surroundings. Luxury washrooms are close by and free wifi is available throughout.

Comprising 45 square metres plus stage, the Event Room can comfortably seat 150 dinner-style, or up to 220 theatre-style facing the stage. Fully air conditioned and with an array of stage lighting, the Event Room is the first choice in Lowham for any kind of music, theatre or stage performance.

Layton Hall Hotel is three miles from the centre of Lowham and we have ample free parking.

The Event Room is available on an hourly rate at £25 per hour; daily rate (0800 to 1700) at £195; evening rate (1800 to midnight) at £125.

***To discuss your forthcoming event at Layton Hall Hotel,
please call the Booking Manager on 01234 77665
or email bookings@laytonhh.biz***

Project 2.

Organising a fashion show

Project 2 Text 3



The Seven Stars

Tradition, comfort and hospitality
in the heart of Lowham

Dating back to the 17th century, the former coaching house of The Seven Stars combines traditional atmosphere with modern comfort in the heart of the market town of Lowham. Why not enjoy lunch in our panelled bar, or in the comfortable Bowery Restaurant, open from 11.30am to 2.30pm? Evening meals are served daily from 6 - 9pm.

Needing accommodation? The Seven Stars also boasts five comfortable double rooms, all ensuite with satellite TV channels, direct dial telephones and tea/coffee facilities. Every room has sweeping views over Lowham town centre. From £25 per person per night.

Do you require a room for a wedding or event? Our spacious function room is available for hire and can comfortably seat up to 200 for parties, etc. With rates from £65 for an evening, why book anywhere else?

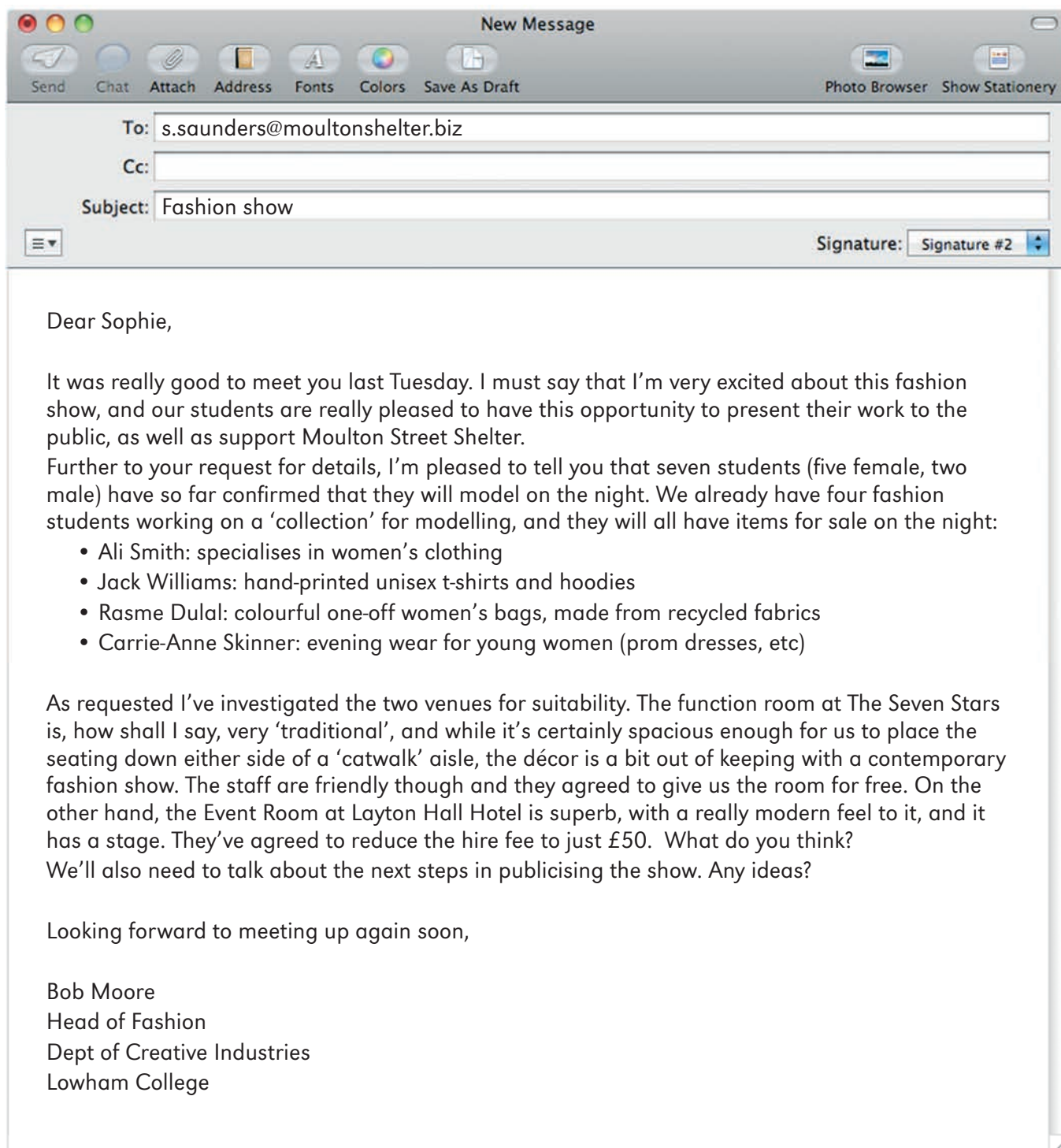
Please note that The Seven Stars has limited free car parking. However, Lowham Central public car park is a mere 50 metres away (chargeable by the hour).



Project 2.

Organising a fashion show

Project 2 Text 4



Project 2.

Organising a fashion show

Project 2 Reading questions

> Text 1

1. What is the main purpose of Text 1? (1)

2. Summarise the ways in which the proposed fashion show will be beneficial, according to Sophie. (3)

3. Identify two services provided for the homeless by Moulton Street Shelter. (2)

4. Explain why Bob Moore might find it difficult to say no to Sophie's request. (2)

> Texts 2 and 3

5. Identify which of the statements below are factual and which are opinions about the Event Room. Place a tick in the relevant box. (4)

Factual		Opinion
	It can comfortably seat 150 dinner-style.	
	It is the first choice in Lowham for any kind of music, theatre or stage performance.	
	It has limitless opportunities for you to be creative with the surroundings.	
	Free wifi is available throughout.	

Project 2.

Organising a fashion show

6. Explain three ways in which the Seven Stars text is persuasive. (3)

7. A student friend is planning a large birthday celebration in Lowham. Based on the information in text 2, which venue would you recommend? Support your answer with two reasons. (2)

> Text 4

8. What is the name of the 'worthy charity' referred to in the first paragraph? (1)

9. Explain Bob's main objection to using the Seven Stars for the fashion show. (1)

10. Which of the two venues does Bob seem to favour most? How do you know this? (2)

11. If you were Bob Moore, which of the two venues would you choose? Compare the suitability of each venue and give two reasons to support your decision. (2)

Project 2.

Organising a fashion show

12. Give two ways in which this event could be publicised. (2)

13. You would like to buy gifts from the fashion show. Which designers would be most suitable for:

- a) a present for a male student cousin
- b) a female friend who appreciates environmentally friendly items? (2)

Project 2 Writing task 1 (20 marks)

Look back at the reading texts for this project. You are a student at Lowham College and you have volunteered to help with organising the fashion show. Bob Moore has asked you to email Layton Hall Hotel to book the Event Room.

In your email you should include:

- full details of the event itself and what seating layout is required
- the date and the time (Wednesday April 3rd, 6pm until 10pm)
- a reminder that they've agreed to reduce the hire fee as the purpose is to raise funds for charity

New Message

Send Chat Attach Address Fonts Colors Save As Draft Photo Browser Show Stationery

To:

Cc:

Subject:

Signature: Signature #2

Project 2.

Organising a fashion show

Project 2 Writing task 2 (20 marks)

The local newspaper is interested in the charity fashion show and has invited someone from the college to write an article. Bob Moore has asked you to write an informative article about the forthcoming show, including details of the cost (£5 adults, £3 students), the confirmed designers and also the charity that will benefit from the event. The article should also be persuasive as you want as many of the public to attend as possible.

[illegible]

Project 2.

Organising a fashion show

Project 2 extension tasks

> Independent research task

Your college/workplace has decided to organise a fundraising event although you do not yet have a particular charity in mind. Your role is to research local charities and pick out two or three charities that you feel it would be worthwhile supporting.

Use whatever resources you think would be appropriate (telephone directories, the internet) to research local charities. These might include animal charities, homeless support, hospice, etc.

When you have found two or three charities, write up your results into a report. Make sure that you explain the task in your introduction and give full details of your findings. The conclusion should make a clear recommendation for which ONE of the charities you think should benefit from your fundraising event.

> Ideas for speaking, listening and communication tasks

Individual presentations

Using your research from the task above, give a persuasive presentation on your chosen local charity, giving detailed reasons as to why you think it is the most deserving of support.

Discussion

After the presentations, in a small group discuss the relative worthiness of each charity. Make a shortlist of two to three charities and then make a final group decision to select one.